

SECTION THREE REVIEW

In this section, we covered:

- ! The Formal and Informal Complaints Process
- ! Disciplinary Actions MRP may take against those found guilty of discrimination or harassment
- ! Steps to follow for victims of sexual harassment
- ! Manager/supervisor responsibilities dealing with sexual harassment
- ! Employee responsibilities dealing with sexual harassment

1. The purpose of the MRP EEO Complaint System is:

To provide _____ and _____ with a mechanism for the _____, fair, and _____ resolution of complaints of _____ in the work environment.

2. List below four reasons that victims might be hesitant to report sexual harassment:

- A.
- B.
- C.
- D.

3. Who is protected from sexual harassment in the work place?

4. Whose conduct is covered?

5. List four actions MRP may take against those who are found guilty of discrimination or sexual harassment:

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6. An employee or applicant who believes that he or she has been discriminated against because of his/her protected class may file a complaint of discrimination within ____ days of the alleged discriminatory incident, or of reasonably learning of the possible discriminatory nature of the incident.

7. Victims of sex discrimination or sexual harassment, under the law, may be entitled to any or all of the following:

- A. A work place free from _____ or _____
- B. Retroactive _____
- C. Recovery of _____ and other lost _____
- D. Reinstatement on the _____

8. Now refer to your responses to Question 2B in the Section Two Review (page 25). What is the first step you should take in response to the situation? (Reference the guidelines on pages 34-35).

If you determined that the situation was sexual harassment, what would you then do?

If you felt your actions were unsuccessful, what would you then proceed to do?

Finally, if all of your actions were unable to resolve the situation, what would you then do?

9. Imagine that a subordinate approached you with information about a situation of sexual harassment. What are some general guidelines for responding to the complaint? What would you take care not to do? Because the described situation is an allegation of sexual harassment, you need to find the facts of the situation. What are some necessary questions to ask to determine these facts?